

Editor \_\_\_\_\_ Author \_\_\_\_\_

## Editing checklist

### **Sentence Structure:**

Does each sentence have a subject & verb?

Are the sentences too long?

Are the sentences too short?

### **Paragraphs:**

Is each paragraph indented?

Does the memoir have a new paragraph each time the scene changes?

Does the memoir have a new paragraph each time a new speaker begins?

### **Punctuation:**

Does each sentence begin with a capital letter?

Does each sentence end with the proper punctuation?

Are commas used appropriately?

Are quotation marks used appropriately?

### **Spelling:**

Are all words spelled correctly?

Have the correct homophones been used? (ex. their, there, they're; to, too, two)